



National Park Service  
U.S. Department of the Interior

Fort Stanwix National Monument  
112 East Park Street  
Rome, NY 13440  
315-338-7730 phone  
315-334-5051 fax

## Volunteer – Internship Opportunity

Division: Interpretation and Resource Management

Location: Park Headquarters and Visitor Center

Position: Office Assistant



This person works inside the Park Headquarters with the division chief and staff and is instrumental in organizing divisional files and archives, and corresponding with park visitors. This person assists in setting the tone for visitors' experience before, during and after their visit to Fort Stanwix and the City of Rome

### Major Duties:

- ☞ Successfully completes the U.S. Department of the Interior's Federal Information Security course in order to use NPS computers
- ☞ Successfully complete Personal Identifiable Information course in order to work with park files.
- ☞ Utilizes Word 2007 and NPS filing system
- ☞ Corresponds verbally and in writing with people requesting information about Fort Stanwix

For more information contact: Mike Kusch at 315-271-5796 or michael\_kusch@nps.gov